

# U.S. MISSION, PAKISTAN - CONSULATE GENERAL KARACHI

## VACANCY ANNOUNCEMENT NUMBER: 12-97

**OPEN TO:** All Interested Candidates  
**POSITION:** Customs Expediter, FSN-7, FP-7\*  
**POSITION NO:** K-52129 & K-52181 (**Two Positions**)  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** \*Not-Ordinarily Resident: US\$39,994 p.a. (Starting salary)  
(Position Grade: FP-7 to be confirmed by Washington)  
\*Ordinarily Resident: FSN-7, Rs.722,365 p.a. (Starting salary)  
(Position Grade FSN-7)

**OPENING DATE:** May 31, 2012  
**CLOSING DATE:** June 13, 2012

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Karachi is seeking individuals for the position of Customs Expediter in the Customs, Shipping and Travel Office.

### **BASIC FUNCTION OF POSITION:**

The incumbent performs internal and external functions related to the clearance of all incoming and outgoing surface / air transshipments through Pakistan. Tracks transshipments and prepares status reports. Performs other related duties assigned by the supervisors.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### **QUALIFICATIONS REQUIRED:**

**NOTE:** *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Completion of twelve years of education is required.
- 2. EXPERIENCE:** Three years of clerical experience in shipping, transportation or a closely related field is required.
- 3. LANGUAGE:** Level III (Good Working Knowledge) Speaking/Reading/Writing in English and Level IV (Fluent) Speaking/Reading/Writing in Urdu is required. This may be tested.
- 4. KNOWLEDGE:** Must have a good working knowledge of Customs, Ports, Import/ Export and local government regulations used in the documents preparation is required. Must be familiar with the host country rules for Customs.
- 5. ABILITIES & SKILLS:** Must have inter-personal skills to maintain a co-operative relationship with local officials. Must have the ability to take initiative, work independently, and complete assigned task promptly. Must be able to identify errors in documents. Proficiency in MS Office Suite is required. This may be tested.

**SELECTION PROCESS:**

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

**TO APPLY:**

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at [PakJobs@state.gov](mailto:PakJobs@state.gov). The Vacancy Announcement Number (e.g. 12-97) must be mentioned in the subject line of the email.

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach your documents with the application at this stage. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: June 13, 2012**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.